

# **CHECKLIST**

Please read the application and instructions carefully. Make sure **all** of the following applicable materials are included in your packet. Do not submit the packet until all these items have been collected.

## **Certification by Examination**

- ☐ Application
- ☐ Application fee of \$100
- ☐ One 2x2 Passport Photo
- ☐ Certificate(s) of Experience (COE) in secured envelope(s)
- ☐ Supervisor Licensure Verification(s) in secured envelope(s) (Required if the COE is completed by an individual who held an active license in another state, while you were employed.)
- ☐ Verification of **all** employment listed on the application, that is not covered with a COE
- ☐ Unemployment, if any, on a notarized statement
- ☐ Copy of AICPA Ethics certificate of completion
- ☐ Reference letters (CPA in a secured envelope)
- ☐ Transcript(s) in college/school secured envelope(s) (*if not already on file*)

## **Certification by Grade Transfer**

Include **all** of the items listed for Certification by Examination, plus the following:

- ☐ Status Confirmation (verification of CPA exam grades in a secured envelope)

## **Certification by Reciprocity**

Include **all** of the items listed to the left, plus the following:

- ☐ Status confirmation; verification of **all** CPA licenses held with another state in secured envelope(s)
- ☐ Self-Employment\*, submit description in a statement (*You will not need to complete a COE if you are going to use self-employment as your experience*)

(Reciprocity candidates are not required to submit:  
1] AICPA Ethics certificate of completion, or  
2] Reference letters.)

\* If you are using self-employment as your experience, please include the following:

- ☐ Three client letters in secured envelope(s)

(*The entire application process must be completed, even if the requested documentation was already submitted to another Board.*)

You will receive written notification from the Board on the status of your application **within 30 days** after it is received in the Board office.

You may be requested to provide another current employment verification if it is more than 30 days old at the time you submit your application.

## **ENCLOSURES**

- » Application for Arizona CPA Certificate
- » Arizona Revised Statutes §32-721 - 32-727
- » Arizona Rules 4-1-226 - 231, 4-1-341 - 344
- » Professional Ethics Course Order Form
- » Certificate of Experience (COE) Form

- » Status Confirmation of Certified Public Accountants
- » Transcript Request Form
- » Request for Supervisor Licensure Verification Form
- » Envelopes for CPA Letter of Recommendation, Status Confirmation, Supervisor Licensure, Certificate of Employment